



MERCURY

INSTITUTE OF VICTORIA

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER POLICY AND PROCEDURE

PURPOSE

The purpose of this policy is to ensure that the process and procedure for applying Recognition of Prior Learning (RPL) or Credit Transfer (CT) is implemented and the decision to award RPL towards a course at MIV is based on clearly defined and transparent guidelines that ensure all students are treated equitably and through a process that is academically defensible.

SCOPE

This policy applies to all VET courses at MIV.

POLICY

It is a requirement that all students enrolling in a VET course at MIV will be considered in light of their demonstrated prior experience and skills.

This policy ensures that MIV will recognise the AQF Qualifications and Statements of Attainment issued by any other Registered Training Organisation.

The underlying principle of Nationally Recognised Training is that a student does not have to repeat training and assessment that has already been undertaken.

MIV will ensure the following definition of Credit Transfer is implemented: Credit transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit, in a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF.

Credit Transfer is provided at no additional cost.

Recognition of Prior Learning will come at an additional cost; see *Fees, Charges and Refund Policy and Procedure*.

PROCEDURE

Recognition of Prior learning

- The RTO Manager will assess the Application Form (prior to enrolment) and Training Need Analysis (at the time of enrolment) to identify any existing skills and



knowledge.

- Students can apply for RPL before or after the Letter of Offer is issued. If it is applied for after the Letter of Offer is issued, then it should be applied for no later than 2 weeks after the student has commenced the course.
- Any change to the duration of the course will be reported, through PRISMS, within 14 days of the decision to grant the RPL.
- Please note that the student must continue to attend classes as per timetable until the RPL application outcome is approved by MIV.
- MIV will provide support and guidance in completing Recognition of Prior Learning Candidate Kit.
- Students will have the opportunity to obtain feedback and/or further information on completing all aspects of the RPL application prior to submission.
- The RPL process will be structured in a way that minimises cost, time and effort to both the applicant and MIV whilst retaining SRTOs and Training Packages requirements.
- MIV will ensure that students are provided with all the required information on:
 - Qualification, Units of Competency, Performance Criteria and the RPL process, prior to submitting an RPL application.
 - Application Forms (Self-Assessment Questionnaire and Recognition of Prior Learning Candidate Kit).
 - All aspects of collecting and presenting consistent and reliable evidence required for the purpose of demonstrating current skills and knowledge gained which could have been obtained through formal/informal education/training, work experience or life experiences (e.g. Third party reports, reference letters, portfolios, and formal/informal course transcripts/certificates).
 - Support and guidance in completing the Recognition of Prior Learning Candidate Kit.
 - The opportunity to obtain feedback and/or further information on completing all aspects of the RPL application prior to submission.
- All documentary evidence of training submitted must be in English and must be signed and sealed by the appropriate organisation/company representative (e.g. CEO, Director, RTO Manager or Training Coordinator). These include work experience or other relevant documents (e.g. Certificates/Diplomas, personal or work references and licenses), and any other evidence which claim skills and knowledge gained. If original evidence submitted was issued in a language other than English, then a



“Certified English” translation compiled by a registered translation service or professional will be required.

- Once the RPL application is submitted and received by MIV the application will be checked and verified by the Administration Department for content to ensure that all details of the applicant, course, units of competency, evidence and payment are correct. MIV shall endeavour to inform the applicant within ten (10) working days of receiving the application with:
 - Any inconsistency or erroneous data/information supplied;
 - Any evidence material supplied which does not fulfill the evidence requirements.
- On successful completion of the RPL application check, the RPL application will be forwarded to the Training Coordinator who forwards it to the assessor.
- The assessor will then proceed to assess and judge the RPL application with the information obtained from the RPL application, the self-assessment questionnaire, the RPL conversation, practical test(s) and any other evidence provided or obtained, including third party reports or advice from supervisors.
- The assessor shall endeavour to assess (within 28 working days) the RPL application and qualification or unit of competency.
- A maximum of 40 days should be allocated to finalise the RPL application. If further time is required, MIV must inform the student in writing about the delay in processing the application.
- The applicant is advised of the RPL application outcome and, if unsuccessful, MIV’s *Complaint and Appeal Policy and Procedure*.
- All the records of RPL will be maintained on the individual student’s file.
- The result will be entered in the Student Management System once the RPL process is complete.

Credit Transfer

- If a student wishes to apply for Credit Transfer they must complete the *Credit Transfer Application Form* and include appropriate evidence to support the Credit Transfer application.
- The *Credit Transfer Application Form* will specify the Units of Competency that the student is applying for Credit Transfer.
- The student is required to submit this application with any associated evidence to the Administration Officer or the Training Coordinator.



- The Administration Officer will notify the Training Coordinator and RTO Manager by email or in person that a Credit Transfer application has been received and registered.

Assessment process

The assessment of all Credit Transfer Applications will be undertaken by the Training Coordinator/RTO Manager. Any Credit Transfer applications received by the Administration Officer shall be passed to the Training Coordinator/RTO Manager for assessment.

All Credit Transfer applications must be supported by appropriate evidence. This may be in the form of a Nationally Recognised Qualification, Statement of Attainment, or USI transcripts indicating exactly the same code and title as those included in the student application, or other documents of equivalence that are outside the AQF.

If student provides evidence such as a Certificate, Transcript, Statement of Attainment, etc., then the original documents must first be sighted by the Training Coordinator/RTO Manager, photocopied, and put in the student's file. If the student provides a USI transcript, it must be photocopied and put in the student's file.

After the review of the application has been completed, the Training Coordinator/RTO Manager will determine if approval for Credit Transfer is to be Granted or Not Granted. Where appropriate evidence is provided with the Credit Transfer application, the Training Coordinator/RTO Manager must grant the Credit Transfer. The result is to be recorded in the 'Administration Use Only' section on the final page of the *Credit Transfer Application Form*. If the Credit Transfer is 'Not Granted', the reason will also be detailed in the same section.

Where Credit Transfer is 'Granted' this information will be communicated in writing (*Course Credit Application Letter*) to the applicant within 10 working days of completion of the assessment, and the Qualification/Statement of Attainment will then be issued or the training program adjusted accordingly.

Where Credit Transfer is 'Not Granted', students will be notified in writing (*Course Credit Application Letter*) of the outcome within 10 working days of completion of the assessment. The written communication to the student is to include a reason for refusal (where applicable).

The Administration Officer will place all documentation relating to the application in the student's file on the Student Management System.

In order for a credit transfer to be applied the unit code and name on the statement of attainment must match the unit code and name on training.gov or if the unit has been superseded it must specify on training.gov that the unit is equivalent.

Further steps for International Students

Where a Credit Transfer application is granted to an International student, the following must



occur:

- The Training Coordinator/RTO Manager must identify the reduction in study time required based on the units that Credit Transfer have been granted for. In cases where a student is granted a Credit Transfer for less than three Units of Competency, the course duration will not be affected. In cases where a student is granted Credit Transfer for three or more Units of Competency, the course duration will be affected.
- If the Credit Transfer granted will affect the duration of the course, the Administration Officer/RTO Manager must adjust the student's CoE to reflect any reduction in the period of study the student is enrolled. This reduction must be reported via PRISMS.
- The RTO needs to provide the student a letter to confirm the outcome of Credit application '*Course Credit Application Letter*'. The students must sign this letter to indicate agreement with the outcomes of Credit Transfer applications. A copy will be kept on the student's file.

RELATED DOCUMENTS

- Recognition of Prior Learning Candidate Kit.
- Application Form
- Credit Transfer Application Form
- Course Credit Application Letter



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